Select "Ctrl+Click" to follow links below

## Contents

## Submitting an Offer: **Portal Path:** Suppliers → Bid Management →Enter Offers



Enter Bid Invitation/Solicitation Number in the "Bid Invitation Number" field and click on "Start"

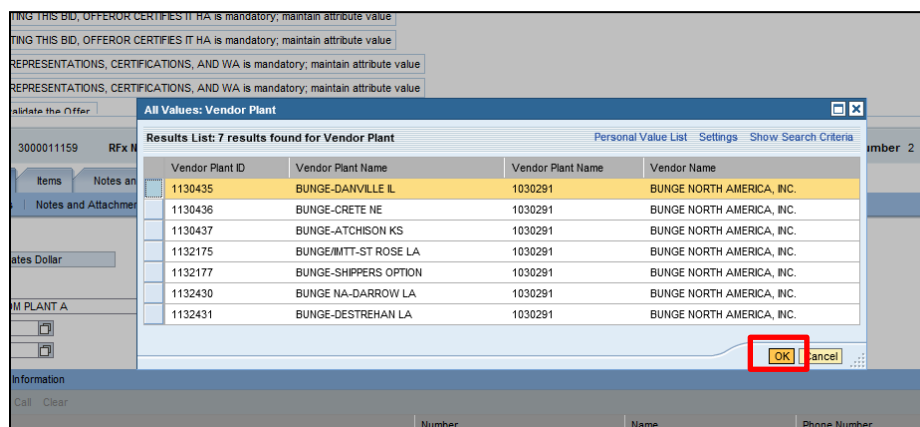Click on "Maintain Vendor Response"



Click on "Create"
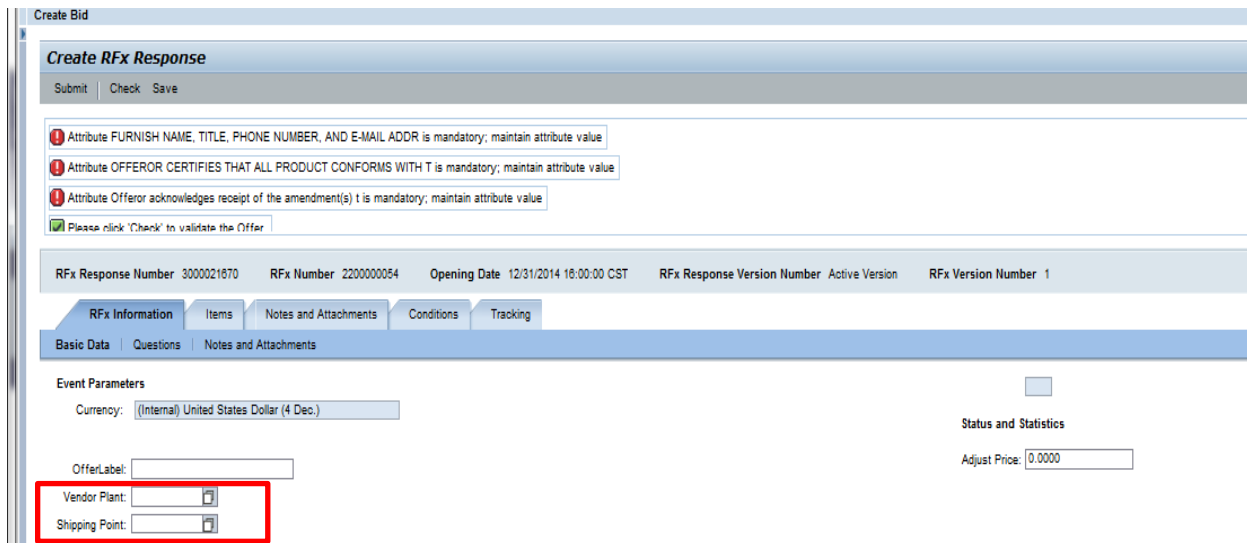
A pop up window displays. Error messages regarding attribute questions and checking offer will also display. The pop up opens the "Basic Data" link under the RFx Information Tab. Enter **"Vendor Plant"** and **"Shipping Point"** either by typing the number or clicking the white box to the right ⬚

Shipping Point ID numbers are 7-digits and start with "12....."

Vendor Plant ID numbers are 7-digits and start with "11….."



A list of your approved plants will pop up. Click on the blue box next to the plant you wish to select and click on "OK" to confirm your selection. Repeat the same process for selecting your Shipping Points.

Click on the Questions link under the RFx Information tab



Click ➤ (the **right arrow**) on the horizontal scrollbar to scroll to the right to see all the questions

Answer all required attributes questions (if applicable).



## Uploading Documents to an Offer (if required by the solicitation):

To upload documents, under the RX Information tab, click on "Notes and Attachments"

Scroll down to Attachments and click on "Add Attachments"



A pop up will be displayed.  Click on "Browse"



Select the file to be attached and click on "Open"

Label the document to be attached in the "Description" field then click on "OK"
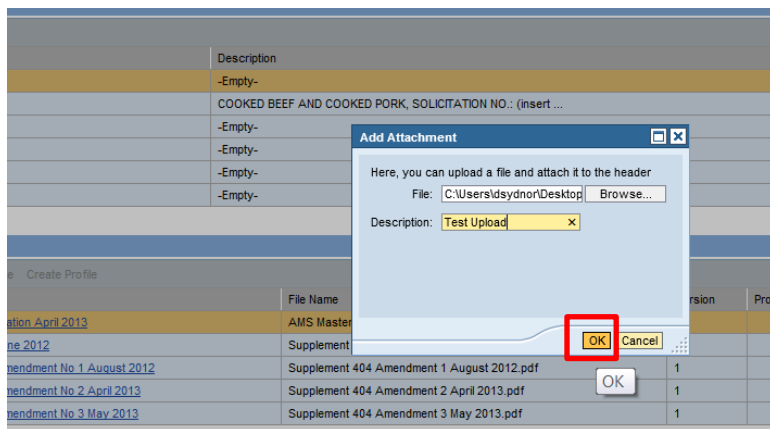


Confirm that document(s) appears at the top of the attachment screen. Attaching PDF files is recommended. Multiple documents can be attached using the same process



## Entering Pricing

To enter commodity line item pricing for the bid response (offer), click the on the "Items" tab

Click on the "Expand All" link to show all line items



To personalize the item view screen, click on the "Settings" link



Under "Advance Settings" tab, change the Number of Visible Rows to "-1" and click "OK"

**NOTE:** It is recommended to improve performance on large solicitations that one display 20 rows (enter 20 in the number of visible row field. One will just scroll down the rows when entering offer prices after the first 20 rows.

When "Expand All" is selected - all rows will display. To navigate, use the scroll bar on the right to scroll up or down the line items



Clicking on "Settings" and then clicking on the "Basic Settings" tab allows you to change the order of the columns in the Response Screen. In the below example we are moving the Internal Item Number to the beginning by highlighting the column and clicking the up arrow key. When the column is in the desired location click "OK". To remove columns from the view, highlight the column that you do not want to display and click on the remove button

Notice that the Internal Item Number has been moved to the second Column



For instructions on "How to Bid to Port" see page 14

Enter prices in the "Price" column, if the "Currency Column" shows USDN, prices can be entered up to 4 decimal places to the right of the decimal point. If the "Currency Column" shows USD, prices can be entered up to 2 decimal places to the right of the decimal point. *DO NOT enter anything in the "Price Per" field!*

Continue entering prices on all pages until all desired prices are entered

Clicking on "Save" will save all entered information

Note: On larger solicitations it is recommended to periodically click "Save". "Save" can also be used to save work and complete at a later time



A message will display that the response has been saved.

Note: Clicking "Save" also changes the page into "**Display**" mode. To continue entering prices click on "Edit"

Clicking "Print Preview" will display a PDF document of answered attribute questions and offer prices entered. Reviewing the PDF document is recommended before submitting an offer

Note: "Print Preview" is only available in display mode



Open the PDF file and review the offer for accuracy before submitting

## Bidding Offshore vs. Final Destination:

If prices are entered on the screen below in the "Price" column this indicates to USDA that the product will be delivered to the final destination by the vendor



To bid on an Offshore location, select the line item number hyperlink for the material under the off-shore location

Scroll down to the Detail screen and click the "Conditions" tab



Go to the Condition type column and click the down arrow



Select the applicable condition:  Price Contract/Bid (deliver directly to offshore location or Offshore Port Costs Location-Dependent (FAS Vessel)

Go to the Location column and click on the white box on the right side of column



A pop window is displayed.  Place an "*" asterisk in the Business Partner Box and click "Start Search".  This field can be left blank as well.

Ports that are available for that particular destination will show at the bottom of the screen. Select the port you wish to ship to.  NOTE:  If a location does not display, contact the Contract Specialist responsible for the solicitation.



Verify the port is displayed in the "Location" column



Go to the Amount column and enter offer price to that port in the "Amount" column

Proceed to the next off-shore location or scroll back to the top of the page and continue to enter prices delivered to destination location

Note: Items with price conditions entered will show "See Conditions" in the price column



The output preview will display the port. In the example below item number 40 will be delivered to the port where item number 60 will be delivered to the final destination

To modify an offer prior to the final submission of the vendor response or under an authorized change to a previously submitted offer, click on "Withdraw"

Note: This is not the same as withdrawing an already submitted vendor response



A message will display "RFx response _____ withdrawn. Click on "Edit" and make any corrections needed.



After all prices have been entered click on "Check"

A message should display stating "RFx response is complete and contains no errors



If you do not receive the message stating that the RFx contains no errors, a list of error messages will be displayed at the top of the screen. Make any corrections necessary and if additional assistance is required contact the AMS helpdesk at WBSCMAMSHELPDESK@AMS.USDA.GOV

After confirmation of no errors click on "Submit"



**READ THE NEXT MESSAGE CAREFULLY!!!** "RFx response _____ saved. Submit the vendor response to complete the process."

Note: The "Display Bid" window/tab may now be closed

Go back to the WBSCM "**Vendor Response**" Screen.  Click on "Offers"



**Reviewing a Pending Offer:** Should any changes need to be made or to review the offer data entered, click on "Offer Number" hyperlink

A new window displays, click on "Withdraw" to make any corrections



A new message will display that the response has been withdrawn. To make changes/corrections click on "Edit".



After changes are made, click on "Submit"



Note: Only one offer can be submitted per plant per solicitation however multiple offers can be submitted under one response for different plants

July 22, 2014

**Entering an Offer for Multiple Plants:** To create a new offer for a different plant follow the steps below, otherwise skip to page 24

Click on "Create"



A window displays, follow the same steps as before when selecting your plants and entering prices. (follow steps on Pages 4 through 22)

After the offer has been submitted for the second plant, close that window. On the Offers screen, click on "Refresh"



Notice that two offers are now submitted in pending status



**Entering Constraints:** Constraints are the maximum quantity a company is willing to or able to produce/ship within a given delivery period. Do not assume this is the quantity listed on the solicitation; a vendor may enter constraints that are more than or less than the solicitation quantity. Most solicitations allow constraints, however not all do. If constraints are allowed we encourage them to be entered

If no constraints need to be entered skip to page 31

Note: The offer(s) MUST be in pending status prior to entering constraints

Click on the blue box next to the offer number to select the offer that needs constraints entered and click on "Constraints"

Note: Use the "ctrl" key to select multiple plants in order to create constraints for several plants at once.



Click on "Create"

**Examples of entered constraints are provided on page 26-28.  If no constraints, click on the "No Constraints" box.**



Enter the maximum capacity in the "Capacity" field, be mindful of the unit (TRK/LB/CS)

Entering a "0" indicates NOTHING to be awarded

At least ONE thing must be selected in each field that has data, depending on the solicitation there may not be delivery dates to select from

If there is only one option, you must click on it so it turns blue

To select multiple items in a field Hold "Ctrl" or "Shift" key while selecting

After all information is entered/selected then click "Create"

The information just entered will be displayed on the constraints page.  If additional constraints need to be entered click **"Create"**.  After all constraints have been entered click on **"Back"**

**Example 1: Company has a maximum constraint of 20 trucks for a particular delivery period**

In this example there are several delivery periods, however the company will be awarded no more than 20 trucks during 4/16/13 through 4/30/13.

If an offer was entered on other delivery periods then a new constraint would need to be entered. Otherwise, not specifying a constraint (leaving blank) would indicate to USDA that the company has **NO** constraint requirements for a given plant, product, ship point, or delivery date. Thus, the company could potentially be awarded product for any plant, product, ship point, or delivery date where a constraint is not entered and an offer was submitted



**Example 2:  Company has a maximum constraint of 10 trucks for all delivery periods on solicitation**

Constraints were created using a capacity of "10" and selecting *ALL* delivery dates.  Thus, indicating that the company is able to produce and ship in any of the delivery periods, however not more than 10 trucks should be awarded across all delivery periods

**Example 3: Vendor has a maximum constraint of 5 trucks for all delivery periods AND a maximum constraint of 2 trucks per delivery period**

A total of 4 constraints will need to be created for this example:



1) Enter "5" in capacity box, select plant/product/ship point, and select **all** delivery periods



2) Enter "2" in capacity box, select plant/product/ship point, and select delivery period 4/1/13 to 4/15/13



3) Enter "2" in capacity box, select plant/product/ship point, and select delivery period 4/16/13 to 4/30/13



4) Enter "2" in capacity box, select plant/product/ship point, and select delivery period 5/1/13 to 5/15/13

Notice that 4 constraints are now displayed. This indicates that the company is able to produce and ship 2 truckloads per selected delivery period but no more than 5 truckloads total



When all constraints have been entered click "Back" on the constraints screen to go back to the **Offer** screen

Click on "Refresh"

Notice, an "X" will appear in the "C" column, indicating that there are constraints. (Enter contraints for other plants now, if applicable)

Click on "Back" to return to the Vendor Response Page



Click "Check" on Vendor Response Page

A pop-up will display, click on "OK" to close the box
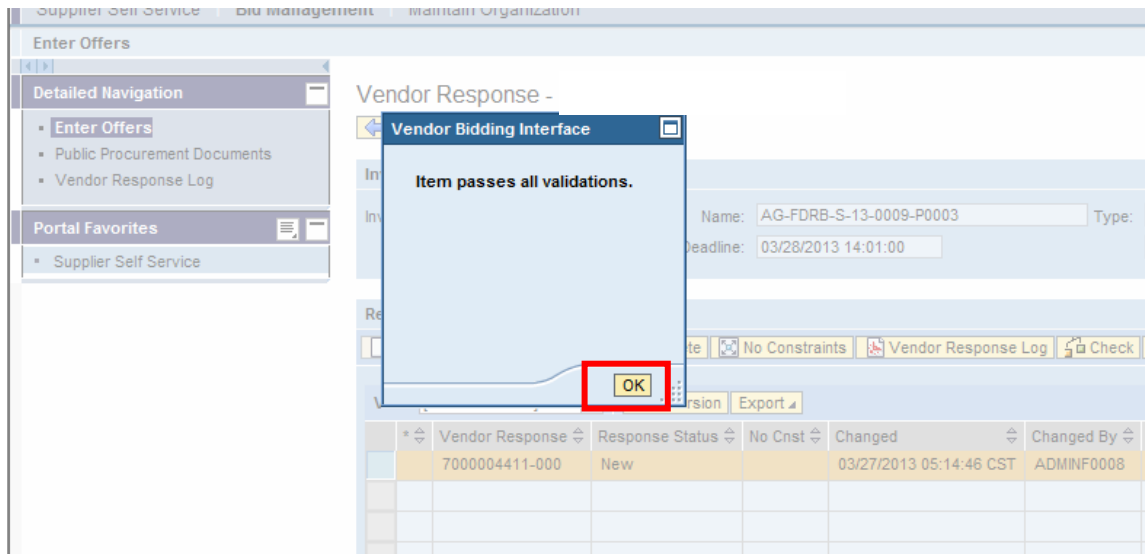


Note:  If a vendor is willing to produce all of the product under the solicitation and does not want to enter a constraint, click on the "**No Constraints**" button.  However, if a vendor has created constraints under this offer, by clicking the "No Constraints" button, it will delete all previously entered constraints.
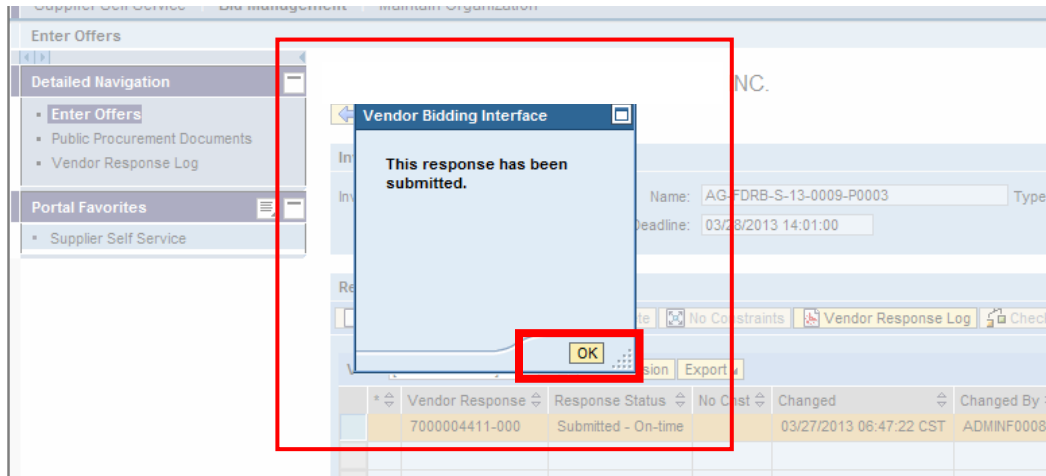
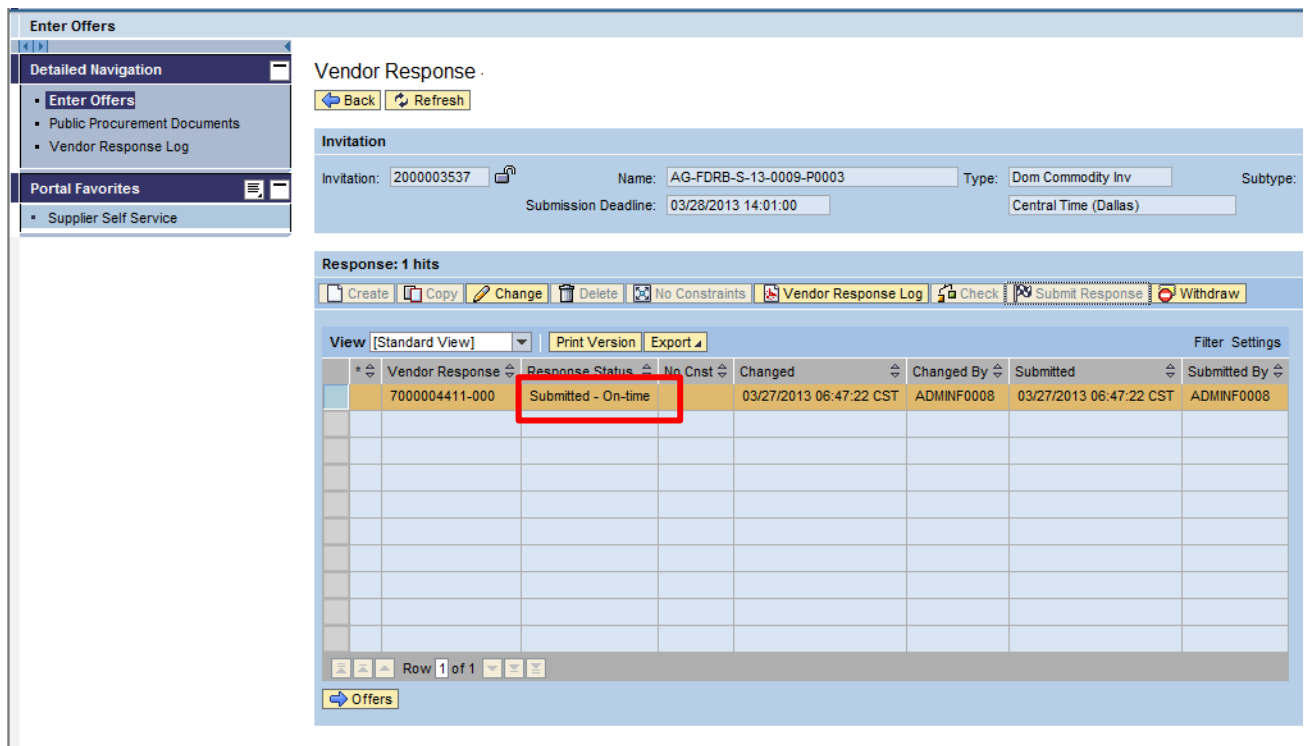Click on "Submit Response" This step will submit the offer to the USDA for review after bid closing
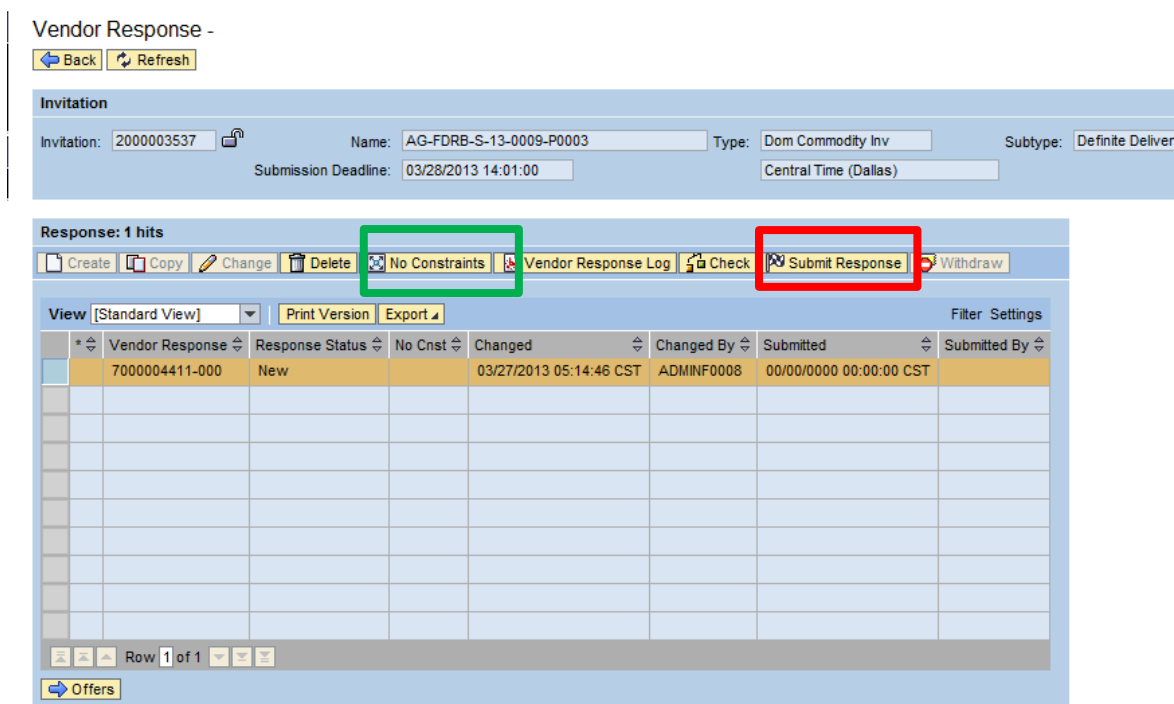
A pop-up message will confirm the submission. Click on "OK" to close the box



The response status should indicate "Submitted – On-time"

Note: An offer can always be edited, changed, withdrawn, or modified prior to bid closing

**Reviewing a Submitted Offer**:  To review the offer submitted click on "Vendor Response Log"



A pop-up displays of the vendor response overview



This will display date submitted, Solicitation #, plant, shipping point, business data (from SAM), constraints entered, attribute questions, file names of the documents uploaded, and prices entered

Bid Status should show Submitted - On-time

**Changing an Offer after Submitting**:  If any changes need to be made after an offer has been submitted click on "Change"



Notice that two responses are now displayed, one status shows "Submitted- On- Time" and the other status shows "New"

Click on the box to the left of the "New" vendor response number (row will be highlighted in yellow) Click on "Offers"

Click on the hyperlink offer number that you would like to change and follow procedures on page 20



Note: When submitting the final offer, the "New" offer line should be highlighted in yellow before clicking on submit

After offer is submitted, the status of the first offer has changed to "Historical" and the updated offer shows a status of "Submitted – On-time"

**Withdrawing a Submitted Offer:** To withdraw an offer that has been "Submitted - On-time", click on "Withdraw"



The Offer is now displayed in New Status

Note: Changes can be made to this offer and it can be resubmitted prior to bid closing

NOTE:  USDA highly recommends saving the vendor response log to show the status of the vendor response, which should show "Submitted on Time"